



KENTUCKY RETIREMENT SYSTEMS

David L. Eager, Executive Director

Perimeter Park West • 1260 Louisville Road • Frankfort, Kentucky 40601
kyret.ky.gov • Phone: 502-696-8800 • Fax: 502-696-8822



September 25, 2018

BECKY ARMSTRONG
NELSON COUNTY BOARD OF EDUCATION
288 WILDCAT LN
BARDSTOWN, KY 40004-9075

Dear BECKY ARMSTRONG:

Your agency recently requested the transfer of certain positions from non-hazardous to hazardous duty coverage in the County Employees Retirement System (CERS). Our Board of Trustees must approve all requests for hazardous duty coverage. If approved, hazardous duty coverage will be effective the first day of the month following the Board's approval. Please note that any new employee hired in an approved hazardous position after the effective date of coverage is required to participate under hazardous duty coverage.

The steps your agency needs to take to petition the Board are as follows:

1. The NELSON COUNTY BOARD OF EDUCATION must adopt a resolution to transfer non-hazardous positions to hazardous duty coverage. Form 7005 and Form 7008, Resolution of Agency Transferring from Non-Hazardous to Hazardous Coverage, to be adopted by the NELSON COUNTY BOARD OF EDUCATION is enclosed.
2. The Agency Head and the Chief Budget Officer are required to complete the enclosed Form 7011, Hazardous Participation Certification, requesting hazardous duty coverage and recognizing the higher contribution rates for hazardous duty coverage. The cost for the 2018-2019 fiscal year is as follows:
 - The employer contribution rate is 35.34%.
 - For employees with a participation date in a state-administered retirement system prior to September 1, 2008, the employee contribution rate is 8%.
 - For employees with a participation date in a state-administered retirement system after September 1, 2008 or who have never participated in a state-administered retirement system, the employee contribution is 8%, with an additional 1% health insurance contribution.
3. You must also submit a listing showing the following information:

Employer Code: K090
Letter: ME-008
LGS

7006

- (a) All positions to be covered under hazardous duty coverage.
 - (b) Name, Social Security Number, and position title of all individuals who are currently employed in those positions to receive hazardous duty coverage.
4. You must provide Job Descriptions showing the principal duties of each position to be designated for hazardous duty coverage. The enclosed Form 7025, Position Questionnaire, must be completed and attached to each job description. You only need to provide a job description for each position, not each employee. The job titles listed on the Form 7025 must match the job descriptions. Please be aware that this information needs to be very detailed, in order for the Board to make its final determination.
5. You must complete a Form 2011, Certification of Employment in a Hazardous Position, on each employee listed for hazardous duty coverage. Please also include the date of the employee's most recent physical examination per KRS 61.592 (5).

If all documents are in our office by November 2018, your request will be submitted to the Board at the December 2018 meeting for approval and the effective date of hazardous coverage would be January 1, 2019. The next Board meeting is February 2019 and all information would have to be in our office by January 1, 2019 for a March 1, 2019 effective date.

If you have any questions regarding this matter, please contact me at (502) 696-8810.

Sincerely,

Lisa Stivers
Division of Employer Compliance and Education

Enclosures



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Print Form

Form 7005
Revised 08/2008

Resolution of Agency Transferring From Non-Hazardous to Hazardous Coverage

As Defined by KRS 61.592

At a meeting of the Nelson County Board of Ed., held on the 23rd day of October, present and presiding were _____

Members Absent: _____

A motion was made by _____ and seconded by _____
that the following resolution be adopted in accordance with KRS 61.592:

Whereas, Nelson County BOE is requesting that the KRS Board of Trustees approve hazardous duty coverage for positions in the Nelson County Public Schools Police department(s) effective July 1, 2018

Now therefore, be it resolved, by the Nelson Co Board of Education as follows:

(A) That effective July 1, 2018 all employees working under hazardous duty positions of the Nelson Co. Public Schools Police department(s) will transfer from the existing non hazardous coverage in the County Employees Retirement System to hazardous duty coverage within the same County Employees Retirement System.

(B) Contributions to be paid are as follows:

- 1) 35.34 (current rate) of employee's gross wages to be paid by the employer (may be changed by the Board of Trustees of the Kentucky Retirement Systems).
- 2) 8% (current rate) of employee's gross wages to be paid by the employee (may be changed by the Kentucky General Assembly).

Further be it resolved, that the Nelson County Board of Education will comply with all the statutory requirements to make the County Employees Retirement System hazardous duty coverage available for all eligible employees who are working under approved positions within the Nelson Co Public Schools Police department(s).

The above resolution was adopted on roll call, the voting resulting as follows:

Yeas: _____

Nays: _____

I do hereby certify that the above is a true and correct copy of an Order of the governing body of the above named agency.

Signature: _____

Title: _____

Print Name: _____

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[Print Form](#)

Form 7011
Revised 08/2008

Hazardous Participation Certification**Form H.P.-1**

As Defined by KRS 61.592

Whereas, the Governing Body of Nelson County Board of Education

is aware of the laws and provisions established under KRS 61.592 providing hazardous position coverage under the County Employees Retirement System.

Now therefore, the Head of the Agency requests the Board of Trustees of the Kentucky Retirement Systems to approve hazardous position coverage for the positions listed on the attached report effective as of July 1, 2018.

The attached report indicates the name, social security number, and position title of each individual presently occupying the positions for which hazardous coverage is requested.

The Agency Head certifies that the Agency will be fully responsible for determining that employees who presently occupy a position for which hazardous coverage is requested or future employees occupying such positions are now and in the future will be properly classified in accordance with the duties and responsibilities of the position. Each employee listed is now working in a regular full-time hazardous position as defined in KRS 61.592.

The Agency understands that once a position is approved for hazardous duty coverage, the position shall thereafter continue to be covered, and each employee appointed to that position must be reported to Kentucky Retirement Systems as a hazardous duty employee.

The Agency is cognizant of the fact that if there is any change in the work assignment or classification of any individual, presently assigned to a hazardous position, which change would result in duties that no longer could be classified as hazardous, the individual is to be transferred from hazardous coverage to nonhazardous coverage.

The Agency is aware that employer contribution rates are determined based on an actuarial valuation and acknowledges that the Agency will be responsible for any increased financial obligation associated with an increase in employer contribution rates.

Agency Head or Authorized Agent: _____

Budget Officer: *A. Sullivan*

Date: _____



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Print Form

Form 7025
Revised 09/2010

Position Questionnaire

Instructions

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: **NELSON COUNTY BOARD OF EDUCATION**

Position Title: School Safety Coordinator

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☒ Yes ☐ No

Does this position require active fire suppression or prevention? ☒ Yes ☐ No

Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: **NELSON COUNTY BOARD OF EDUCATION**

Position Title: _____

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: _____

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: _____

Description of Duties:

Agency Head Signature: _____

Date: _____

Agency Head Title: _____

Employer: **NELSON COUNTY BOARD OF EDUCATION**

Position Title: School Safety Coordinator

Section 3: For All Positions

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Active Law Enforcement

Percentage of Time Spent: 90%

Description of Duties:

- Enforce federal, state, and local criminal laws and ordinances
- Assist school officials with local BOE Policies regarding school safety
- Communicate to resolve conflict
- Liaison to school leadership in investigating violations
- Prepare and create reports of crimes

Position Duty: Emergency Response

Percentage of Time Spent: 5%

Description of Duties:

- Development and implementation of emergency response plans
- District wide risk and threat assessment

Position Duty: Systems of Care

Percentage of Time Spent: 5%

Description of Duties:

- Attend conferences regarding school safety/code violations
- Partner to build psychologically safe buildings
- Promote integrity building skills
- Promote restorative practices
- Others as assigned

Agency Head Signature: _____

Date: 10/8/18

Agency Head Title: _____

CLASS TITLE: School Safety Coordinator

- QUALIFICATIONS:**
1. Master's Degree in Law Enforcement or Education Related Field
 2. Valid Kentucky Drivers License
 3. Current Police Officer Professional Standards (POPS) Certified
 4. Specialized course work in law enforcement
 5. Minimum physical requirements to perform essential job functions include: Lifting, running, carrying, bending, and climbing, utilizing manual dexterity, as well as have a full range of mobility.
 6. The ability to connect and partner closely with the Nelson County community
 7. The ability to build relationships, unite people, and innovate together to leverage resources for students
 8. The ability to strategically plan in collaboration with others towards the NCS District Mission

PERFORMANCE RESPONSIBILITIES

School Safety

1. Enforce Federal, State and Local criminal laws and ordinances
2. Assist school officials with the enforcement of Local Board of Education policies and Administrative Regulations regarding school safety.
3. Communicate with community, staff, parents and students to exchange information, coordinate activities and resolve school safety issues or conflicts;
4. Act as a liaison to school and district leadership in investigating criminal law violations occurring on school and district property.
5. Prepare and complete accurate and thorough reports of crimes, and other incidents as necessary.

Emergency Response

6. Partner in the development and implementation of district and school emergency response plans, which include crisis response and recovery plans that align with community crisis response plans (first responders).
7. Assist in the development and coordination of district wide risk and threat assessment protocols.

Systems of Care

8. Attend and conduct parent conferences regarding school safety or code of conduct violations as needed.
9. Partner with school and district leadership to build psychologically safe buildings and classrooms through fostering positive, healthy school climates
10. Implement activities and programs that promote integrity and interpersonal skills, engagement with community, build character, and educate the whole child.
11. Partner in the development of a district wide implementation of restorative practices
12. Perform such other tasks and assumes such other responsibilities as may be assigned by the Superintendent/Designee.

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Form 2011
Revised 12/2010

Hazardous Duty Certification H.P.-2**Member Information**

Member Name: <u>Bradley McCoy</u>	Member ID: <u>573371</u>	Age: <u>36</u>
Title of Position: <u>School Safety Coordinator</u>		
Effective Date of Coverage: <u>07/01/2018</u>		

Hazardous Employment and Physical Examination Certification

WHEREAS, the Governing Body of the Department or Agency indicated below is aware of the laws and provisions established under KRS 61.592 providing hazardous position coverage under the Kentucky Retirement Systems;

WHEREAS, the Board of Trustees of the Kentucky Retirement Systems has approved hazardous retirement coverage for the positions certified to it by this agency;

NOW THEREFORE, the Department or Agency Head certifies that the above employee is now working regularly full-time in a hazardous position as defined in KRS 61.592 and further states that the employee received a physical examination on _____ as a requirement for employment in this position. Date of physical examination must be within 12 months of the member's effective date of hazardous position coverage. **KRS requests a copy of the physical examination record accompany this form.**

The Agency is cognizant of the fact that if there is any change in the work assignment or classification of the above individual, a new Form H.P.-2 shall be submitted. Additionally, if the change would result in duties that no longer could be classified as hazardous, the individual is to be transferred from hazardous retirement coverage to non-hazardous coverage.

Employer: NELSON COUNTY BOARD OF EDUCATION Date: 9/25/2018

Agency Head or Authorized Agent: _____ Date: _____



2018-2019 MidSouth Conference Official's Physical Form

Athlete Physical Form			
Name: <u>Bradley J. McCoy</u>		Age: <u>36</u>	
Date: <u>08/01/2018</u>		Sport: <u>Basketball</u>	
Address: <u>418 Marks Ln. Bardonia, KY 40004</u>		Home Phone: <u>502 525 1907</u>	
Coach 1: <u>N/A</u>		Work Phone: <u>502 349-7000</u>	
Coach 2: <u>N/A</u>		Work Phone: <u>N/A</u>	
Emergency Contact: <u>Robin McCoy</u>		Phone No: <u>502 525 3272</u>	
Medical History			
Significant Previous Injuries:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Hospitalizations or Surgeries:	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<u>Removal of lipoma from leg</u>
Bone or Joint Injuries:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Current Medications:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Past Medications:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Chronic Illness:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Allergies:	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<u>Keflex, Azithromycin, Seasonal</u>
Vaccinations are Current:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Seizures:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Glasses or Contact Lenses: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Asthma:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Fainting/Dizzy Spells: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Physical Exam			
Height: <u>6'0"</u>	Weight: <u>181 lbs</u>	Blood Pressure: <u>121/84</u>	
Feature	Result	Comments	
General	Normal		
Eyes	Normal		
Nose	Normal		
Dental/Mouth	Normal		
Throat	Normal		
Ears	Normal		
Skin	Normal		
Cardiovascular	Normal		
Musculoskeletal	Normal		
Neurological	Normal		
Gastrointestinal	Defecated		
Genitourinary	Normal		
Respiratory	Normal		
Spatial	Normal		
Neurological Status	Normal		
Mental Health	Normal		
Additional Comments: _____			
This referee is approved to officiate for the upcoming season. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Physician: <u>W L R. GANNON</u>	Signature: <u>[Signature]</u>	Date: <u>8/2/18</u>	
PNP: _____	Signature: _____	Date: _____	

Please return to the office of the Supervisor of Officials by Friday, September 7, 2018.

Family Medical Center
3615 East John Rowan Blvd
Suite 104
Bardonia, KY 40004